

COMMAND SUPPLY DISCIPLINE PROGRAM

Table B-1

Proponent For Inspection: DOL

Point of contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

REFERENCES: a. AR 710-2, DTD 8 Jul 2005, b. DA Pam 710-2-1, DTD 31 Dec 97 c. AR 735-5, DTD 28 Feb 2005, d. FLW CMD Policy 69-05 DTD 4 Jan 2006

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"= less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARK
USER LEVEL				
A. GENERAL				
1. Does the unit request clarification of regulatory guidance through Command channels when the guidance is not clear? (AR 710-2, (1-7 a))	BN			
2. Does the unit request deviation from supply policy? Are they submitting the request to HQDA, DCS, G-4, (DALO-SMP? (AR 710-2, (1-7 b), AR 735-5, (8-2))	BN			
3. Does the unit identify and report supply constraints? (AR 710-2, (1-9))	BN			
B. PROPERTY AUTHORIZATION DOCUMENTS				
1. Has the Commander reviewed DA Pam 12-series and DA Pam 25-30 to verify that the latest publications are on hand (i.e. MTOE, TDA, JTA, CTAs and so on)? (AR 710-2, (2-4), AR 71-32, (2-3))	BN			
2. After receiving the PBO statement that the property book was reconciled with applicable authorization documents, has the Commander or designated representative acknowledged in writing that the reconciliation was completed? (AR 710-2, (2-4 a))	BN			
3. Are the equipment authorization documents loaded into the Requisition Validation (REQVAL) System LOG-TAADS? (AR 710-2, (2-4b), AR 71-32)	BN			
C. REQUESTING AND RECEIVING SUPPLIES				
1. Is all authorized property on hand or on order? Is the REQVAL being used prior to submitting MTOE/TDA equipment request? (AR 710-2, (2-6))	BN			
2. Has the Commander or designated representative reviewed all request that are UND "A" and "B"? Have they initialed the document register prior to sending the request to the Forward Distribution Point (FDP replaces the SSA)? (AR 710-2, (2-6 d), AR 725-50, (2-10c))	BN			
3. Does the Commander or designated representative enforce the use of End Item codes (EIC) on applicable repair part request? (AR 710-2, (2-6g (7)))	BN			
4. When a recoverable item is requisition, is the like item being turned-in at the time the replacement item is being requested? If not, has a statement signed by the Commander or responsible officer explaining the reason why a turn-in was not made? (AR 710-2, (2-6e))	BN			
5. Are requests for training ammunition submitted far enough in advance to allow for a timely delivery per the required delivery date (RDD)? (AR 710-2, (2-6f))	BN			
6. Is a document register for supply action (DA Form 2064) kept by each organizational element authorized to request supplies? Is the due-in status file being maintained? (AR 710-2 (2-6h))	BN			

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7. Does the Commander verify the need for local purchase items? Does he sign the request? Or has he delegated this responsibility in writing to someone else? Has the request processed through the PBO prior to being forwarded to the servicing FDP? (AR 710-2 (2-6l(2)))	BN			
7(a). Are Class IX local purchase and Army purchase card buys being captured as demands? (AR710-2, (2-6l))	BN			
7(b). Are the cardholders reconciling local purchase with the PBO within 5 days of making a purchase? Has the PBO provided a written confirmation to the cardholder? (AR 710-2, (2-6l(1)))	BN			
8. Is the Commander aware of personnel within his Command who are appointed as ordering/contracting officers? Has he ensured that his PBO is not appointed? Is the local purchase approved by in writing by the PBO? Are all receipts given to the PBO? (AR 710-2, (2-33 b & c))	BN			
9. Are request for DRMO property submitted through the PBO office? Are request for supplies to be used for other than their intended purpose approved by the installation Commander? Are nonexpendable items drawn from the DRMO placed on the property book? (AR 710-2, (2-6l))	BN			
10. Is the Responsible Officer or his designated representative preparing DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) to receipt for supplies for their unit? Have the DA Form 1687(s) and a copy of the assumption of Command orders/memorandum that designates a person as the responsible officer been forwarded to the supporting FDP? Are supplies received from other than the supporting FDP being reported through the PBO to the FDP? (AR 710-2, (2-8a))	BN			
11. Does the unit report all discrepancies to the FDP within 3 days of receipt? Are all discrepancies for BNMSEC equipment/CCI reported immediately? Has an Incident Report per TB 380-41 and/or DA Pam 25-380-2 been initiated? (AR 710-2, (2-8 c & d), AR 735-5 (6-5))	BN			
12. Are units conducting monthly reconciliation's with the FDP? Have they reconciled the due-in files with the FDP according to schedule published by the FDP? Have they annotated the listings and cards and return documents to the FDP? (AR 710-2, (2-7 d))	BN			
13. When the FAD or the UND change, is a document modifier being forward to the FDP? Is cancellation request being submitted to the FDP when the item requested is no longer needed? (AR 710-2, (2-7 a))	BN			
D. DISPOSITION OF PROPERTY				
1. Has the Commander having Command jurisdiction over both the losing and gaining organization approved the transfer of property? Has the PBO updated applicable hand receipts and asset reports (CBS-X, DODSASP, and so forth)? (AR 710-2, (2-13a))	BN			
2. Does the supporting BNMSEC FDP approve all transfer of classified equipment and components? Are these documents prepared and processed by the BNMSEC custodian? (AR 710-2 (2-13a(7)))	BN			
3. Has turn-in action been initiated within 10 days for property determined to be excess? Are serial numbers entered on the document for items requiring serial number accounting? For CCI items being turned-in, has "CCI" been entered in the remarks section of the turn-in document? (AR 710-2, (2-13b))	BN			
4. Has unserviceable items that have been found to be not repairable by the supporting maintenance facility been turned-in? Did the unit attach a copy of the DA Form 2407 verifying the condition of the item? If required, were serial numbers annotated on the DA Form 2407? (AR 710-2, (2-13b))	BN			
5. Have unserviceable BNMSEC equipment been turned-in to the BNMSEC custodian? (AR 710-2, (2-13b))	BN			
6. Are unserviceable reparables items being turned in to the supporting FDP? (AR 710-2, (2-13b))	BN			
7. Prior to turn-in, has the PBO determine and validate component shortages on the hand receipt annex for that piece of equipment? (AR 710-2, (2-13b(2)(d)))	BN			
8. Has property determined to be "found on installation" been turned-in to the FDP? (AR 710-2, (2-13d))	BN			
9. Is the unit segregating residue from unused training ammunition before turn-in? (AR 710-2, (2-44d))	BN			

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10. Has the Commander established procedures for recovering unexpended ammunition or explosives and accountable residue? Is he certifying on the turn-in document (DA Form 5811-R) what actions were taken to account for ammunition shortages and missing residue? (AR 710-2, (2-42e)	BN			
11. Does the Commander support the amnesty program for found ammunition? Is the ammunition turned in through parent organization to the FDP as found on installation property? (AR-710-2, (2-47)	BN			
E. PROPERTY RESPONSIBILITY				
1. Property book responsibility at the using unit level. Refer to table B-2.	BN			
2. Has the Commander ensured that all SOPs are current and complete? Does the Commander have in-processing procedures for newly assigned personnel? Is an inventory conducted to ensure that the newly assign personnel have all of their OCIE and personal clothing? Does the Commander conduct periodical inspections of facilities and equipment? Does the Commander control access to secure areas (supply room, arms room, and tool rooms)? (AR 710-2, (1-12b & 1-31b), AR 735-5, (2-8a & b)	BN			
3. Has the Commander or primary hand receipt holder accept direct responsibility for property by signing a hand receipt from each property book from which property was issued? (AR 710-2, (2-5g & 2-10d)	BN			
4. Has the Commander or primary hand receipt holder further delegate responsibility for all unit and section property assigned, by using permanent or temporary hand receipts? (AR 710-2, (2-10f & App F) and FLW CMD Policy 69-5	BN			
5. Are temporary hand receipts used to loan property out for a period of 30 days or less? After 30 days, is the property returned or has a permanent hand receipt been prepared? (AR 710-2, (2-10g(3)	BN			
6. Is property that is meant for general use listed on a hand receipt as an inventory listing? Is the original hand receipt on file? Has a copy of the original hand receipt been placed in the area where the property is located? (AR 710-2, (2-10g) (4))	BN			
7. Are Component hand receipts being utilized when the equipment is issued to the intended user? (The use of preprinted Component hand receipt is mandatory if they are available) Are non-expendable Component shortages placed on a hand receipt annex for all hand receipt holders having valid shortages? (AR 710-2, (2-10h & App F)	BN			
8. Is property designated for personal use (barracks furniture, OCIE, and protective mask) signed out to the individual user? (AR 710-2, (2-10g(1) & App F, AR 735-5, (2-8e)	BN			
9. Are hand receipts current? Are hand receipts being posted as changes occur? If change documents are being used, is the hand receipt being updated every six (6) months? (AR 710-2, (2-10g(5) & App F)	BN			
10. Has the Commander ensure that ammunition drawn and used for training is strictly controlled? Has this ammunition been hand receipted down to the immediate supervisor level? (AR 710-2, (2-43b & c)	BN			
11. Have the procedures in AR 710-2, paragraph 2-35h been used to Control and account for commercial software that has is issued to unit/organization? (AR 710-2, (2-35h)	BN			
12. Upon notification that a Hand Receipt Holder (HRH) will be absent for an extended period, does the Commander or activity chief appoint an interim HRH and an inventory team? (AR 710-2, (2-10g(7))	BN			
13. Has the Commander or activity head Conducted management review of durable property as required by AR 735-5, (7-7b (3)? Is there any indication of any missing items? Is there any indication of fraud, waste, or abuse?	BN			
F. ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE) AND PERSONAL CLOTHING				
1. Is a duplicate Copy of the individuals OCIE provided by the CIF on file? (AR 710-2, (2-14i(3)(a))	BN			

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2. Are procedures in place to ensure that all personnel departing the installation clear the CIF? (AR 710-2,(2-14m)	BN			
3. Does the Commander ensure that all personnel have all OCIE equipment that was issued to them? Does the quantity on hand agree with the OCIE record? Does the Commander Conduct periodical inspections of assigned soldier's OCIE? Is corrective actions initiated as required? (AR 710-2, (table 2-2,m)	BN			
4. Does the Commander provide a signed statement authorizing a soldier to make a cash purchase of OCIE in order to replace missing items? (AR 710-2, (2-16b), AR 735-5 (12-2b)	BN			
5. For damages during field training does the unit Commander sign the damage statement verifying no negligence or misconduct was involved? (AR 735-5, (14-26c))	BN			
6. Does the Commander or his designated representative inventory the soldiers clothing after he has Completed 6 months of active duty using the soldiers' Copy of DA Form 3078 (Personal Clothing Request)? If the soldier has all of his authorized personal clothing is the DA Form 3078 destroyed? (AR 700-84, (5-2b, 14-5 & 15-1f))	BN			
7. Is the Commander conducting an annual inspection to ensure that authorized personal clothing items are on hand and serviceable? (AR 700-84, (1-4g(13), 14-5, & 15-4))	BN			
G. MANAGEMENT OF LOADS				
1. Are serviceable inspections being Conducted during inventories to ensure that the unit has the required basic load? Does the unit Commander approve operational loads? (AR 710-2, (table 2-2, k & l)	BN			
2. Does the unit maintain a file of basic and operational load list? Is the stockage of loads based on approved load list? (AR 710-2, (2-20c)	BN			
3. Has the MABNM designated this unit for maintaining basic loads of CL 1, 2, 3, 4, 5, and 8 supplies? Are authorized quantities on hand or on request? (AR 710-2, (2-6b, 2-20a & 2-22a))	BN			
4. Has the Commander accepted responsibility for CL 1 and 5 basic loads from the PBO? Are hand receipt procedures being used to establish responsibility for all basic loads in the unit? (AR 710-2, (2-20d and App F))	BN			
5. Does the unit have a 15-day stockage of expendable and durable CL 2, 3, 4, and 8 supplies based on allowances in CTA 50-970 and CTA 8-100? (AR 710-2, (2-20b))	BN			
6. Does the unit maintain operational load of CL 1 supplies per AR 30-1 and AR 30-18? (AR 30-1, AR 30-18))	BN			
7. Does the unit maintain an operational load of CL 3 (bulk)? Do they reconcile the consumption and the on hand data monthly? Is the file located within the unit files? (AR 710-2, (2-20b(4) & 2-37))	BN			
8. Does the unit maintain minimum stockage of CL 5 operational load? Are hand receipts used to Control the on hand quantities? (AR 710-2, (2-20d(1) & App F))	BN			
9. Has the unit assigned responsibility for durable items (hand tools) within the operational loads? (AR 710-2, (2-20b(3), & App F))	BN			
10. Have all request for local purchase, purchase card buys, cannibalization, Controlled substitution, or DRMO withdrawals of material for all classes of supplies had the demand data document (DIC "DHA") prepared and entered into the retail STAMIS?	BN			
11. Is demand data being maintained on all basic loads? (AR 710-2, (2-20d(3))	BN			
H. PRESCRIBED LOAD LIST (PLL)				

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1. Are all CL 9 demand date being captured?	BN			
2. Are Record of Demand cards being prepared and kept for all repair parts carried on the PLL? (AR 710-2, (2-21c))	BN			
3. Are quarterly reviews being Conducted? Does this review include verifying authorized stockage levels are on hand request? Are supplies serviceable? Is the quantity on hand adequate? Has this review been annotated on the record of demand card? (AR 710-2 (2-21 c & e))	BN			
4. After the quarterly review, are decreases made to the PLL as required? (AR 710-2, (2-21a))	BN			
5. Are nondemand supported repair parts, other than IMPL, or SLAC deck parts approved by the first general officer staff level in the chain of Command? (AR 710-2, (2-21a(2))	BN			
6. Are SLAC deck (initial stockage of parts for newly fielded items) prescribing repair parts being used? (AR 710-2, (2-21a & b))	BN			
7. Are units authorized a PLL maintaining an unauthorized shop or bench stock? (AR 710-2, (2-21j))	BN			
8. Is the unit exceeding the 150 lines of PLL? Have they obtain authorization from the MABNM to exceed the 150 lines? (AR 710-2, (2-22b))	BN			
9. Are the parts carried on the units PLL maintenance related Class 2, 4, 8, and 9 organizational repair parts? Do they have an essentiality code of "C" and have a maintenance use Code of "O"? (AR 710-2, (2-21a(1)(a))	BN			
10. When request for reparable items are submitted, is an unserviceable like item turned in? If not, has a Commander statement accompany the request? (AR 710-2, (2-6e))	BN			
I. INVENTORIES				
1. Are change of primary hand receipt holder (PHRH) being Conducted? Has the incoming PHRH accepted responsibility by signing a hand receipt from the property book from which the property was issued? (AR 710-2, (2-12 and table 2-2, a))	BN			
2. Has the PHRH prepared a signed and dated statement of the cyclic inventory results? If automated, output from automated system will satisfy this requirement. (AR 710-2, (2-12d table 2-2, a))	BN			
3. Has property received or issued been inventoried by the hand receipt holder (HRH)? Did this inventory also include verifying serial numbers? Prior to turn-in, is an inventory Conducted and Component shortages documented? (AR 710-2, (table 2-2,f))	BN			
4. When the responsibility for the custody of the arms storage facility keys is transferred between authorized persons, have they Conducted a physical count of the weapons and ammunition? Are the results of the inventory recorded on a hand receipt? (AR 710-2, (table 2-2, g))	BN			
5. Has the Commander ensured that inventories are Conducted following evidence of insecurity, alleged misappropriations of Government property, or field exercises? (AR 710-2, (table 2-2, h))	BN			
6. CRITICAL Sensitive Item Inventory: Are all sensitive items kept by the using unit inventoried monthly and the results recorded on a memorandum prepared by the PHRH? (AR 710-2, (2-12d & table 2-2, i))	BN			
7. CRITICAL Weapons and ammunitions: Is a physical Count/serial number inventory of all weapons and lot numbers of ammunition Completed monthly? Are these inventories Conducted as prescribed by DA Pam 710-2, Para 9-10 (b)? (AR 710-2, (2-12 & table 2-2, j))	BN			

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8. Are ammunition and explosives items preconfigured for rapid deployment inventoried monthly? (AR 710-2, (2-45c and table 2-2, j))	BN			
9. Has the semi-annual inventory been Completed on all basic and operational loads of Class 1, 2, 3 (packaged), 4, and 8? Are on hand assets serviceable? (AR 710-2, (table 2-2, k))	BN			
10. Are inventories of the bulk fuel operation being Conducted as required? Are results of these inventories being kept on file? Has a Copy of the reports been sent to the next higher Commander for approval? (AR 710-2, (2-37a through h and table 2-2k))	BN			
11. Are quarterly inventories being Conducted for all PLL items? Has a review of the demand data been Conducted? Has the Commander determined that authorize stockage is on hand or on request? Is the on hand supplies stored Properly and in serviceable Condition? (AR 710-2, (table 2-2, l))	BN			
12. Are required inventories of OCIE being Conducted? Are the requirements for inventories being followed as outlined in AR 710-2, (table 2-2, m)?	BN			
J. ADJUSTMENT FOR LOST, DAMAGED, OR DESTROYED PROPERTY				
1. Has the unit Commander prepared a Memorandum for Record authorizing adjustments for losses of durable hand tools up to \$100.00 per incident when losses are not the result of negligence or misconduct? (AR 735-5, (14-25a))	BN			
2. Is the Commander submitting quarterly, Summary's of the MFR for hand tools to the R/S approving authority? (AR 735-5, (14-25c))	BN			
3. Has the Commander taken adjustment action (i.e., statement of charges, cash collection voucher, or Report of Survey) for items unserviceable due to other than fair, wear, and tear? (AR 710-2 (2-12e & 2-13b(1)))	BN			
4. Has the Commander initiated DD Form 362 (Statement of Charges) when cash sale of hand tools or OCIE cannot be accomplished due to SSSC or CIF being zero balance for needed items? (AR 735-5, (12-2b (3))	BN			
5. Does the Commander allow statement of charges or cash Collection vouchers to account for lost, damaged, or destroyed property for which liability is admitted? (AR 735-5, (12-2c))	BN			
6. Does the Commander allow the prorating of statement of charges financial liability when charges exceed two-thirds of a person's base pay? (AR 735-5, (12-2d))	BN			
7. Have Report of Survey been initiated in the prescribed time frame? Have blocks 1-12 of DA Form 4697 been Completed? Has a document number been assigned? Has the R/S been sent to the approving authority? (AR 735-5, (13-7))	BN			
8. Does the Commander investigate circumstances concerning damaged property through other than fair wear and tear? Has a statement been attached to the maintenance request or turn-in document stating the cause of damage? (AR 735-5, (14-26c))	BN			
9. Is the law enforcement authorities notified when the appearance of unlawful Conduct associated with the loss of personal arms and equipment? (AR 735-5, (12-1b(2))	BN			
10. Does the unit Commander approve damage statements for OCIE damaged during field training exercises when no negligence or misconduct was involved? (AR 735-5, (14-26c))	BN			
K. STORAGE				

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1. Is all material in storage ready for issue? (AR 710-2, (2-11a))	BN			
2. Have management control procedures been implemented for all property under the direct responsibility of the Commander? (AR 710-2, (2-10b))	BN			
L. PETROLEUM MANAGEMENT				
1. Has the Command coordinated projected refuel requirements with the installation prior to departure? (AR 710-2, (2-36a & b))	BN			
2. Has the Commander established an audit trail for bulk quantities of fuel? Are daily transactions posted? Are daily transactions posted to the consolidated DA Form 3644? (AR 710-2, (2-37b))	BN			
3. Are losses of 25 gallons or more documented? (AR 710-2, (2-37f))	BN			
4. During field problems, is the Commander keeping auditable records? If not, is he following procedures outlined in AR 27-10? (AR 710-2, (2-37f))	BN			
5. Is fuel that has been contaminated and/or used POL been recovered, recycled, and dispose of per AR 710-2, Appendix D? (AR 710-2, (2-37k))	BN			
REMARKS AND FINAL BNMMENTS:				